



## **FAMILY TREE DAY NURSERY**

North Cray Neighbourhood Centre, 1 Davis way, Sidcup, Kent DA14 5JR

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### **Volunteers Policy**

At Family Tree Day Nursery we recognise the immense benefits that volunteers bring to the nursery. In return we hope to give volunteers an opportunity to share their skills in a different environment and to undertake new experiences.

#### **Definition of volunteer**

A volunteer is a person aged 16 or over who works directly with children (teaching, training, instructing, caring for or supervising) on a frequent basis, or on more than three days in a 30-day period.

#### **Status of volunteers**

A volunteer is not an employee and will not have a contract of employment with the nursery. We will, however, insist that the volunteer follows all nursery procedures in the same manner as a paid employee to ensure consistency, safety and quality of care and early learning for the children. Volunteers will be supervised at all times.

Volunteers (aged 17 or over) may be included in the ratios at the level below their level of study, provided that the manager is satisfied that they are competent and responsible and if they hold a valid and current paediatric first aid (PFA) qualification.

#### **Recruitment checks**

All volunteers will have suitability checks conducted in the same way as paid employees, including an enhanced DBS check and at least one written reference. These checks will be conducted before any volunteer starts their time within the nursery.

Volunteers must disclose any information which may affect their suitability to work with children including, but not limited to, arrests, charges, convictions, cautions, court orders, reprimands and warnings (whether received before or during their volunteering at the setting).

#### **Training**

Volunteers will be offered training and/or support as appropriate. We will provide any training and support required for the role, including safeguarding and child protection, paediatric first aid (where applicable) and health and safety training. The purpose of this is to enable the volunteer to be supported and enhance their development in their voluntary role within our team.

#### **Policies and procedures**

Volunteers are expected to comply with all the nursery's policies and procedures. The volunteer's induction process will include an explanation of this.

### **Confidentiality**

Volunteers should not disclose information about the nursery, staff, children and families as stated in the Data protection and confidentiality policy and should follow the nursery confidentiality procedures at all times.

### **Volunteer's induction pack**

On commencing their volunteer work, the volunteer will be given a pack containing:

- General information about the nursery
- A copy of the Volunteers policy
- A confidentiality statement which will require reading, signing and returning to the nursery manager
- Details of access to all nursery relevant policies and procedures
- During the induction period, volunteers will read the main policies of the nursery including Safeguarding children and child protection, Health and safety – general policy and Promoting positive behaviour policy. The designated member of staff will discuss the policies to ensure the volunteer understands and adheres to this.

### **Volunteer support**

The nursery has a designated officer who will take the volunteer through their induction and support and advise them throughout their time in the nursery.

Our designated officer for volunteers is **Omosefe**.

| <b>This policy was adopted on</b> | <b>Signed on behalf of the nursery</b> | <b>Date for review</b> |
|-----------------------------------|----------------------------------------|------------------------|
| <i>September 2026</i>             | Stefanie Purdy                         | <i>August 2027</i>     |